To: **Alaska District Test Coordinators**

From: Elizabeth Davis, Administrator, Comprehensive System of Student Assessments

Date: 3/27/2015

Subject: **Test Security Agreements: Clarification of Technology Directions Assistance**

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The purpose of this memo is to provide additional guidance for districts regarding test administrators clarifying, paraphrasing and/or providing of definitions for technology directions on the computer-based Alaska Measures of Progress (AMP) assessment and the intent of the Test Security Agreements required of all district employees participating in the administration of the AMP assessment.

All students have access to technology directions for the computer-based AMP assessment as a Universal Tool (see AMP Test Administration Directions 2014-15, pg. 14-15). This includes the use of the text-to-speech technology directions embedded in the assessment and further assistance from the trained test administer. Further directions, including examples and non-examples of appropriate paraphrasing and clarifying, were provided in the March 22, 2015 Test Administration Directions Supplement and in the recorded training provided by the Alaska Department of Education & Early Development (EED).

http://education.alaska.gov/tls/assessment/DTCCorner/AMP/AMP_CBATAD_Supplement_Mar22_2015.pdf

http://education.alaska.gov/tls/assessment/DTC_Corner.html (Spring 2015 AMP District Trainings, TA Recording)

In the course of providing additional help to students on the technology directions, a teacher will likely read the question and/or item choices. However, this is allowed under these circumstances as "fulfilment of duties" and does not put a test administrator at risk of a test security violation (see regulation 4 AAC 06.765, "test questions may be disclosed to a student on the date/time specified by the commissioner, testing personnel in the course of fulfilling their duties, and a test administrator if necessary to fulfill duties regarding the delivery of accommodation.")

Further, all test administration directions and supplements issued by EED and/or the Achievement and Assessment Institute (AAI) are considered "testing manuals published by the test publisher" and define allowed test administration procedures according to regulation 4 AAC 06.765 (f)(3), "school and district personnel responsible for test administration shall ensure that all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department."

Teachers who read items in the course of fulfilling test administration duties are expected to maintain professional integrity and not use assessment item information in an unethical manner. Examples of unethical uses of assessment items:

• Writing down any information from items, such as vocabulary words or formulas needed.

• Discussing the items with other teachers, at any time or for any reason.

• Using the exact item, or a version of the item (e.g., math problem with different numbers) as part of student "test prep" activities. Remember: the best way to prepare your students for the AMP assessments is to teach lessons aligned to the standards all year.

• Discussing the item with students or parents.

This is not an exhaustive list of unethical behavior. Consult with your District Test Coordinator if you have questions regarding the ethics of participating in standardized assessment.